

<p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">27-01-01</p> <p>Date Filed</p> <p style="text-align: center;">January 12, 2005</p>	<p>Total Pages</p> <p style="text-align: center;">2</p> <p>Effective Date</p> <p style="text-align: center;">May 26, 2005</p>
<p>Authority/References</p> <p>KRS 196.030(16), 196.035, 439.480 ACA Standard 3-3006, 3-3019, 3-3020</p>	<p>Subject</p> <p style="text-align: center;"><b>PROBATION AND PAROLE PROCEDURES</b></p>	

## I. DEFINITIONS

As used in this document, the following definitions shall apply:

“Corrections Policies and Procedures Manual” means a handbook designed and organized for use as a reference guide which explains the functions of Corrections.

“Probation and parole officer” means a person employed by the Division of Probation and Parole who shall supervise, counsel, and direct an offender on probation, parole, or under the terms of the Interstate Compact and performs other duties as required by Corrections or the court, including those persons who are designated to supervise Probation and Parole Staff.

## II. POLICY and PROCEDURE

The Division of Probation and Parole shall maintain operational policies and procedures. These written policies and procedures shall be made available to all employees, volunteers, and, when appropriate, to offenders on supervision, as described below. (3-3020)

### A. Formulation and Development of Policies and Procedures:

All agency employees shall be encouraged to participate in the formulation of policy and procedures. (3-3006)

1. A rough draft of a new policy and procedure shall be reviewed by appropriate Central Office staff and then forwarded to each District Supervisor who shall circulate the rough draft for comment from all staff within the respective district. A deadline shall be stated for responses to be received.
2. Any comment or recommendation received by the District Supervisor shall be forwarded to the Deputy Commissioner of Community Services and Local Facilities, or designated staff for consideration by the specified deadline.

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3. Any necessary changes in the draft policy and procedure shall be made by designated staff.

B. Distribution of Corrections Policies and Procedures Regarding Chapters twenty-seven (27) and twenty-eight (28). (3-3019)

1. Initial Distribution: Chapters twenty-seven (27) and twenty-eight (28) shall be available to each officer by accessing the Corrections' website.

2. Distribution of Revisions: All changes in the existing policies and procedures shall be forwarded via e-mail to all employees of the Division of Probation and Parole.

C. Distribution of Corrections Policies and Procedures Manual

A copy of the complete set of Corrections Policies and Procedures Manual shall be available in each Probation and Parole Office throughout the state, including Central Office.

D. Annual Review of Corrections Policies and Procedures

The Deputy Commissioner of Community Services, agency administrator, or designated staff shall review the Corrections Policies and Procedures that pertain to Probation and Parole annually and update them as procedures change, to ensure continued compliance with agency goals and operations. (3-3019)